Position Title: Occupational Therapist

Qualifications:
Minimum:
• Graduated from an Occupational Therapy program accredited by ACOTE or predecessor organization.
• Successfully completed a period of fieldwork required by accredited program
• Successfully completed entry-level examination for occupational therapists administered by NBCOT or predecessor organization
• Current state license to practice occupational therapy in the state of Iowa
• Current Statement of Professional Recognition through the Department of Education

Preferred:
• Experience or interest in pediatrics desired
• Knowledge of evidence-based practices in pediatrics

Accountable to:
Executive Director, Instructional Services and assigned Regional Director

Primary Objective of the Position:
Assist the Executive Director, Instructional Services while under the direct supervision of the Regional Director to develop, implement and coordinate occupational therapy services and resources for children, birth to high school graduation, who have been identified with or are suspected of having disabilities which will interfere in self care (e.g., dressing, eating/feeding, toileting), play skills, and hand skills/handwriting. Occupational therapists collaborate with other team members and community partners to ensure integration of essential therapeutic components are embedded into children’s daily routines.

Major Areas of Accountability: *
1. Collaborate with LEA and AEA staff, other agencies, parents and caregivers regarding motor-based concerns.
2. Screen and evaluate various aspects of the child’s occupational performance (e.g., physical, neuromuscular). Evaluation of factors affecting activities of daily living (e.g., dressing, feeding/eating, sleep), play, prevocational skills, education (e.g., handskills, assistive technology, access needs in environment), and leisure.
3. Collaborate with teams to establish and review student plans such as Individualized Family Service Plan (IFSP), Individualized Educational Program (IEP), or 504 Plan, as well as transition planning and exit planning.
4. Develop occupation-based intervention plans based on evaluation results and team priorities and provide individualized occupational therapy interventions for children and youth with disabilities or suspected disabilities.
5. Monitor and reassess ongoing progress of infants/toddlers, children, and youth toward measurable goals and outcomes.
6. Document occupational therapy services to ensure accountability of services.
7. Maintain agency and occupational therapy records according to professional requirements, agency
policy, and state guidelines.
8. Manage time, organize materials, and communicate with AEA and LEA staff to effectively manage cases of assigned children and youth.
9. Participate in supervising student fieldwork and in other student training.
10. Provide legal and ethical supervision of occupational therapy assistants.
11. Develop and/or participate in professional enrichment activities to maintain a high standard of service delivery.
12. Engage in public awareness activities to assist clients in understanding the services and outcomes of the occupational therapy profession in the educational setting.
13. Be knowledgeable of legal requirements affecting occupational therapy practice and adhere to ethical standards and professional standards of practice set by the American Occupational Therapy Association (AOTA), professional licensure board through Department of Human Services (DHS), and Department of Education’s (DE) Board of Educational Examiners, and the Family Educational Rights and Privacy Act (FERPA).
14. Serve as an advocate for all children and youth.
15. Report any and all violations of rules and regulations to supervisor.
16. Demonstrates cultural competence and behaviors consistent with the core values, vision, and mission of Heartland AEA 11.
17. Other duties as assigned.

Requirements:
Must have a valid drivers license and a vehicle. Must be able to perform job duties that require: bending, carrying, climbing, lifting (at least 30-40 pounds), pushing-pulling, reaching, sitting, standing and walking.

Working Conditions:
1. Includes extremes of temperature and humidity.
2. Hazards include communicable diseases, possible aggressive/violent behaviors in children, possible unsafe home environments, and using stairs.

Length of Contract:
As agreed upon

FLSA:
Exempt

*All areas of accountability considered essential functions of the job.

5/13 TC

I have received my job description. If I have questions or concerns about my job description I will contact my supervisor.

Print Name ___________________________ Signature ___________________________ Date ______________